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ABSTRACT

This guide discusses how to approach staff evaluation and offers actual performance standards for a wide variety of library positions. These standards can be used by any type of library. Chapter 1 explains what performance standards are, how staff evaluation has evolved over the years, legal issues which have influenced the process, and some recent management trends which have helped escalate the drive towards objective performance appraisal. Advice for avoiding employee litigation and other legal problems as well as tips for saving supervisor and employee time are also included. Chapter 2 recommends a process for revamping the evaluation systems in a library and outlines approaches for dealing with issues related to objective performance appraisal. Discussion includes rating scales, self-evaluation and assessment/documentation of ratings, peer evaluations, and supervisors as evaluators. Chapters 3 and 4 present real performance standards for various types of paraprofessional and professional staff, respectively, modeled on ones that have been used successfully in libraries across the country. Chapter 5 contains an extensive annotated bibliography of related materials. (AEF)

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